

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Tie Dyed for Mr. Dave - Hopes, Step 4, A Cure - Madison

Event Organizer/Sponsor Barbara St. John (proceeds go to Aplastic Anemia, MDS Foundation)

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address _____

City/State/Zip _____

Primary Contact Barbara St. John

FAX _____

Work Phone 608.320.1240

Phone During Event 608.320.1240

E-mail bstjohn@starkhomes.com

Website IN process

Secondary Contact Claire Jinnentag

Work Phone 920.988.8455

Phone During Event 920.988.8455

E-mail redmouse123@yahoo.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Aplastic Anemia, MDS Foundation

Estimated Attendance 300 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9:00 to 1:00 Yes No

EVENT CATEGORY

Run/Walk 5K Music/Concert Festival Rally Parking (i.e., bagging meters)

Other - Bone Marrow Donor Drive, Silent Auction, music Awards lunch @ East Side Club following 5K

LOCATION REQUESTED

Capitol Square (note specific blocks below) Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: start/finish Atwood/walter to Garrison to bike path to Dennet to Dempsey to Cottage Grove Rd to Johns St to walter

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10.4.15 Rain Date(s) _____

Event Start Date(s)/Time(s) 5K starts at 11:00 am Set-Up Date(s)/Time for Event 10:30am

Event End Date(s)/Time(s) 5K ends at 12:00 noon Take-Down Time 12:30 pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/I/We waive the 21-day decision requirement. _____ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Barbara St John Date 1.29.15

Tie Dyed for Mr. Dave: Hope, Steps & A Cure Event

This event which consists of a 5K Run/Walk, followed by a bone marrow donor drive, silent auction, music, lunch and a band at the East Side Club.

I am working under the direction of the Aplastic Anemia & MDS International Foundation in raising awareness for Aplastic Anemia and other bone marrow failure diseases, in my husband's honor. He passed away last May. Proceeds will go to them. They are working with the committee in providing flyers, posters, press release, save the date announcements, as well as a website and fb page. I have a 15 person committee who will assist with volunteer coordination, public relations, marketing, fundraising, silent auction, bone marrow donor drive and photography. We meet on a monthly basis at this point.

The 5k portion will start in Olbrich park by the tennis courts. Parking will be at East Side Club and Olbrich Park. The 5K will start at 11:00 am after a brief presentation and open song at 10:30. Start and finish is by Walter Street. I am estimating about 300 people will attend this event. The first leg of the 5k will be left onto Atwood, turning right by Garrison, following the bike path to Dennett. There will be another part of it on Dempsey between Dennett and Cottage Grove Road. We will turn right onto Cottage Grove Rd to Johns street, then turning back onto Walter for the finish. The late timing will work better for Sunday Churchgoers. Mass at St. Dennis during that time runs from 10:45 am to 11:45 am. Runners and Walkers will be past that point by the time mass is over. Race Timing Company is Tortoise and Hare out of Wausau

Please see attached route.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We will / will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC

- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
- c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
- d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
- 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event); contact the Fire Department for guidelines
- 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

- 1. The need for constant Law Enforcement presence at this event
 has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. 20' Fire Lanes are required to be kept open at events.
- 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
- 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
- 5. Crowd control will be managed by: NAME.
- 6. Parking for vendor and staff vehicles will be: LOCATION(S).
- 7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	FIRST/LAST NAME <i>Barbara St. John</i>	CELL PHONE <i>608 320</i>
Secondary Contact	FIRST/LAST NAME <i>Clare Sonnetas</i> <i>920.988.8455</i>	CELL PHONE <i>1240</i>
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

We will have one water stop at 1/2 way point. Our team of volunteers will be responsible for picking up paper cups with large trash bags.

STREET USE MARKETING INFORMATION

MARKETING OF EVENT

Conditional approval of the event is required before promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? Aplasta America Foundation Website FB page print collateral, press releases, word of mouth, public relations and marketing

Will there be live media coverage during the event and where will the media vehicles be parked? not sure at this point - would sure like to have it

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event Tie Dyed for Mr Dave: Hope, Steps & A Cure

Location BK starting and ending in Olbrich Park - Additional events at Eastside Club

Public Contact Phone 608.320.1240

Admission Cost Rare tickets \$30/\$40 Day of

Date(s) of Event Oct. 4, 2015

Beginning/End Time of Event 11:00 am - 12:30 pm

Website TBD

Two sentence description of event (for Internet calendar)
Raising awareness and funds to help families affected with Aplastic Anemia and other Bone Marrow Failure Diseases, in honor of Dave "Mr. Dave" St. John who passed away on May 2, 2014.

POSTERS FOR CAPITOL SQUARE/STATE STREET KIOSKS

Madison Parks Mall Staff maintains the various enclosed kiosks on the Capitol Square and State St. **Please be aware that this is NOT a high priority for staff.** The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr. Blvd, Suite 104.

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule
- Event Site Map
- Route Map
- Safety and Security Plan
- Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

Sept 18, 2015 (poster and other print)
Callateral will be posted in the next few months)

- Yes, I have attached a copy of the notification flyer, letter or poster. - IN PROCESS
- Certificate of Insurance (if required by City Risk Manager) - To be provided by the Aplastic Anemia & MDS Foundation.
- Recycling Plan
- Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- Amplification Permit Applied for
- Beer/Alcohol Selling Permit
- Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted Sept. 29, 2014
- Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____

STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up on sidewalks, terraces or parking and ends when the street is re-opened for normal use. The schedule should encompass all activities planned for the event, such as:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

PROVIDE DETAILED EVENT SCHEDULE:

Tie-dyed for Mr. Dave: Hope, Steps & A Cure Event. 5K Run/walk will start at 11:00 am, on Sunday, Oct. 4, 2015. Start and ending in Olbrich Park by the tennis courts by Walter Street Intersection. Start and end at Walter Street. (Tortoise & Hare is the Race Management Company). Race participants will gather at 10:30 for brief presentation and opening song. Immediately after the 5K is completed, participants will head over to the East Side Pub lower level for a Bone marrow Donor Drive, Silent Auction, Award presentation, lunch and music. The 5K portion should take about an hour for the street use.

STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- ~~Tents~~
- ~~Stages~~
- ~~Fencing~~
- ~~Vendors~~
- ~~Portable Toilets~~
- ~~Dumpsters~~
- ~~Staging Areas~~
- Remember to include:
 - Emergency vehicle access lanes (minimum of 20').
 - Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line Parade Permit application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

PROVIDE EVENT SITE MAP:

See attached Route

Runners will pick up Race packets at the East Side Club, then head to Olbrick park to gather for the Race Start.

